

PLATFORM

PLATFORM4.0.MEETING HUB #1

Makerlab participant-group intro and check list

Welcome as a participating hackspace/tinker group at PLATFORM4.0.MEETING HUB #1 - we're excited to have you take part in our Mega-Makerlab from 8.-11. September 2011!

The Mega-Makerlab will be loads of fun! As one of the 7 participating backspaces, you'll be able to tinker around just as you please for the entire weekend and meet lots of interesting people from Denmark and abroad in our 3.500 sq. meter complex (warehouse/venue and co-working space). Alongside the lab, there will also be plenty of talks and workshops - and of course some social events.

While we're keeping it laid-back and simple, there are of course still a few practical details to deal with. So here's how it works:

You are assigned a bag of money. This money you control entirely, and the only condition is that you as a group create and build a project of some sort. Something that can be created in 3-4 days during the event, and something that you can show to the public on the last day you're here. It's quite okay to prepare some things from home, but make sure the fun building stuff takes place during the conference, so that you can share the process with all the other participants, hackspaces and the audience.

The allocated bag of money is meant to cover all your costs (travel, accommodation, food and materials). So make a budget and plan ahead. It's of course quite alright to chip in money yourself as well if you want, but this is not a requirement of course. You can keep your produce/project/materials when the event is over! (...but if you decide to donate it to our non-profit grassroots maker community, we'll be very thankful!)

We will need a receipt for the money (by law). There are several ways go about that. Either you can produce an invoice on behalf of the group for the entire amount (requires CVR/VAT-numbered invoice), or you can collect receipts for everything that the money is spent on and hand those to us.

If you want to use some of the allocated money for fees, that's also quite okay (for the coordinator or whatever you feel like), but we'll need an invoice for that as well (or name and CPR-number, and then it will be taxed).

As a group, you are given a standard area of 30 sq. meters (5 x 6 meters). More

room can be allocated, but let us know in advance if you need that, so we can update the plan for the big room.

There will be wi-fi and you will have 24 hours access to the space.

Tools must be brought with you from home (we only have limited amount of tools available).

If budget permits, we'll make dinner for everyone on Thursday, Friday and Saturday, but we're not quite sure of that yet. So make sure to make room in the budget for that too.

Breakfast and lunch you'll have to plan for yourself no matter what (within the allocated budget).

The entire event is meant to inspire, so we're urging you to share your knowledge: The conference-part of the event will be full of talks, workshops and knowledge exchange by the participants, so we're counting on your group to be willing to do a couple of talks or workshops (the more, the merrier). It'll be informal and casual, don't worry about formalities - after all, this is a maker conference.

So...with all the formalities out of the way, it's now time to prepare.

Here's a check-list for you to go through:

Preparations

1. ***Choose a contact person for your group*** - this is the person that we'll talk to leading up to and during the event. This person is important, and is responsible for communicating on behalf of the group (and also for keeping the group informed). Let us know as soon as possible of who this person will be from your space/group.

2. ***Get an overview of participants from your hackspace/group and send us the list*** (so we can plan the dinner that we're hoping to supply). Deadline for participants is September 1, 2011.

3. ***Figure out what talks and/or workshops that you'd like to give.*** All you have to do is pick a subject and make a 2-3 line description. Then send them to us and you will be awarded a slot. Deadline is August 15, 2011 (but it would be great if you could send it sooner).

4. ***Plan travel and accommodation for your group.*** Flying, driving, crawling - you decide.

Suggestions/tips:

Cheap travel: Norwegian (flights), Cimber (flights), SAS (flights), DSB (train) - or by car (probably cheapest).

Cheap accommodation: Aalborg Søndshjem (nice family-owned hotel just 50m from venue – we recommend! They have 4-person rooms), CabInn Aalborg (800 m

from venue), DanHostel (4 km from venue, requires bus).

Tip: Book early to get cheap travel and cheap rooms!

5. Plan project and send us a text blurb about the overall idea.

Deadline is August 15, 2011

6. Send us your group/hackspace logo, an image or some sort and a short description of your group/hackspace. This is for presentation on the website and in media. Deadline August 10, 2011 (but preferably before).

7. Let us know what workshops you'd like to host. There are three tracks in the conference-part of the event: "The Open" (open everything), "Maker culture" (DIY, tinkering etc.) and "It's visual" (visual technologies, digital art, data visualization etc.).

8. Order materials (if any) to be delivered to your space in the days before the event, so it's ready when you arrive Thursday. We can give you contact info for local suppliers of electronics, wood, metal etc. - some with discounts. And of course, we can make sure to open the venue when materials arrive. But let us know when, PLATFORM4 is not open all the time.

Other practical details:

Liability

PLATFORM4 has both casualty and theft insurance, but the excess/deductible is 100,000 DKK, and we cannot afford to cover damage, injury and theft below that amount.

Therefore: (1) You must make sure you have your own casualty insurance, and (2) we cannot guarantee your materials and tools against theft or damage.

However, you will be able (at own risk) to lock tools and small valuable items in a secure container with heavy padlock (that's where we keep all our own valuables at night all year round).

Time schedule

The event starts Thursday, September 8 at 16h00 and ends Sunday, September 11, at 16h00 - so this is the time you should man your assigned maker-lab space. Presentation of your project to the public (open house style) will be Sunday early afternoon (exact timing to be announced).

Questions

Let us know if you have any questions - on either villum@platform4.dk (Christian Villum) or on telephone [\(+45\) 2087 7153](tel:+4520877153).

We look forward to see you here for a fun hacking weekend! ☺

-PLATFORM4